



Privacy Notice for Abbot's Lea School Workforce

This notice explains what personal data (information) we hold about you, how we collect, how we use and may share information about you. We are required to give you this information under data protection law.

Who are we?

Abbot's Lea School collects, uses and is responsible for certain personal information about you. When we do so we are regulated under the General Data Protection Regulation which applies across the European Union (including in the United Kingdom) and we are responsible as 'controller' of that personal information for the purposes of those laws. Our Data Protection Officer is Chris Walsh dpo@liverpool.gov.uk and our Data Protection Lead in School is Kim Adair kim.adair@abbotsleadschool.co.uk

The personal data we hold

We may process data relating to those we employ, or otherwise engage, to work at our school. Personal data means any information about an individual from which that person can be identified. We may collect, use, store and share (when appropriate) information about you which includes, but is not restricted to:

- Contact details including name, address, phone number, email address
- Date of Birth, marital status and gender
- Emergency contact information, and death benefit nominee (if in pension scheme)
- Salary, annual leave, pension and benefits information
- Bank account details, payroll records, National Insurance number and tax status information
- Start date and leaver date
- Recruitment information, including copies of right to work documentation, references and other information including application form and other documents associated with the recruitment process
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships

- Performance and training information
- Outcomes of any disciplinary or grievance procedures
- Secondary employment and / or volunteering information
- Absence data
- Driving licence and insurance documents
- Photographs or videos
- CCTV footage and other information obtained through electronic means such as swipe card records
- Data about your use of the schools information and communication systems
- Accident and injury at work and first aid records, risk assessments in relation to function or health condition.

We may also collect, store and use information about you that falls into “special categories” of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation
- Trade union membership
- Health, including any medical conditions, medications, sickness records and occupational health reports
- Biometric data
- Information about criminal convictions / allegations and offences

Why we use this data

The purpose of processing this data is to help us run the school, including to:

- Enable you to be paid, including making the correct statutory and non-statutory deductions
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Support absence management and workforce deployment
- Support effective performance management
- Inform our recruitment and retention policies and comply with checking the legal entitlement to work in the UK
- Allow better financial modelling and planning and inform financial audits of the school
- Enable equalities monitoring
- Improve the management of the workforce across the school and the sector
- Support workforce and succession planning

- Support the work of the School Teacher's Review Body and national workforce policy development
- To fulfil our duty of care to staff
- Visual introduction of member of staff to prospective and current students and families
- Celebration and sharing of school successes and promotion of the school via internal or external communications
- Communicating individual student progress to families
- Delivery of remote learning to students

Data sharing

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

- **Our local authority**
- **The Department for Education**
- **Educators, training organisations and examining bodies**
- **OFSTED**
- **Suppliers and service providers**
- **Central and local government**
- **Our auditors**
- **Survey and research associations**
- **Trade unions and associations**
- **Police forces, courts and tribunals**
- **HMRC and other government organisations**
- **Pension and employee benefit providers**
- **Professional bodies**
- **Occupational health and other welfare support organisations**

Who to Contact and Where to go for Further Information

Please contact : Chris Walsh, Data Protection Officer dpo@liverpool.gov.uk or Kim Adair, Data Protection Lead kim.adair@abbotsleaschool.co.uk to exercise any of your rights, or

if you have a complaint about why your information has been collected, how it has been used or how long we have kept it for.

If you would like to get a copy of the information about you that KCC shares with the DfE or how they use your information, please contact the Information Resilience and Transparency Team at data.protection@kent.gov.uk.

The General Data Protection Regulation also gives you right to lodge a complaint with a supervisory authority. The supervisory authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/concerns> or telephone 03031 231113.

For further information visit <https://www.kent.gov.uk/about-the-council/about-the-website/privacy-statement>

For further information about how the Department for Education uses your information:

To find out more about the staff information we share with the DfE, for the purpose of data collections, go to <https://www.gov.uk/education/school-workforce-censuses>

For more information about the DfE's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>